



AMOCO REUSE AGREEMENT JOINT POWERS BOARD

MEETING MINUTES

6:00 p.m. Wednesday, January 10, 2018

2435 King Blvd, Big Horn Conference Room, Casper, WY 82604

Present: Jerad Stack, Ben Schrader, Bryce Row, Ed Opella, Bob Hopkins, Reed Mersch, Scott Sissman, Bob Chynoweth, and Doug Follick.

Others Present: Michael Neuenschwander and Executive Director Renee Hahn.

With a quorum in attendance, the meeting was called to order at 6:00 p.m. by Chairman Stack. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

1. Minutes from December 13, 2017 Regular Meeting

A motion was made by Mr. Opella and seconded by Mr. Row to approve the Minutes of the December 13, 2017 meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

2. Approval of January 10, 2018 Treasurer's Report

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of January 10, 2018 were presented by Mr. Chynoweth.

Mr. Chynoweth discussed in detail about the funds needed for Three Crowns shortfall. He stated at the end of last year there was shortage of \$90,000. This year's projected shortage is estimated at \$117,000. Mr. Chynoweth expressed the need to correct the situation and fund Three Crowns the entire amount of the shortage. In prior years, the shortage was funded from the sale of season passes for the future year.

A motion was made by Mr. Row and seconded by Mr. Hopkins to approve the additional funding to Three Crowns in an amount not to exceed \$100,000 and to allow Mr. Chynoweth to decide when the check will be given and the amount to be given. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report.

A motion was made by Mr. Hopkins and seconded by Mr. Opella to approve the Treasurer's Report of January 10, 2018, containing the financial report of the investment funds, checking account and interest accrued and the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report.

The newly formatted December 2017 monthly financial statement draft by Lenhart Mason was presented by Mr. Chynoweth. He questioned if any of the Board had additional questions. No questions were asked.

Investment/Financial Committee

No Report.

3. Committee Reports

- **Three Crowns**

Mr. Follick informed the Board that 34 Request for Proposals were sent out on January 3, 2018. He then discussed the 2018-2019 proposed budget for Three Crowns. He informed the Board that Michael Neuenschwander had created the budget using the past two year's historical data. The proposed budget net shortage is estimated to be (\$306,000). Mr. Follick informed the board of the scheduled meeting on January 29th to finalize the budget. In addition, he informed the board there is a \$67,500 request for capital improvements. Mr. Schrader inquired regarding the items that were eliminated from the budget which amounted to \$50,000 in cuts. Mr. Follick mentioned that Course Services Payroll had been cut which removed one full-time salaried instructor. The instructor is now an outside contractor paying Three Crowns a \$2,000 monthly fee for five months. Mr. Merschatt discussed the second major element in reducing costs was the cut in inventory for the golf shop.

- **PRC**

Mr. Hopkins reported the repairs to update the LED lighting on the pathway continues which has helped eliminate graffiti along the trails.

- **Refined Properties**

Mr. Schrader informed the Board that the Media Management Plan should be ready to be reviewed by legal next month.

Mr. Schrader discussed the Master Plan is currently on hold until June 2018. Mr. Stack explained the two sites now being considered are the Casper Redevelopment property and the Platte River Commons (PRC) in the Western Opportunity Area (WOA) since the City of Casper chose to sell and eliminate the site next to David Street Station. Mr. Hopkins shared several reasons why the City went forward with the sale of the site. Mr. Stack is currently in the process of finding future interested developers. He also discussed the Market Tax Credits that will be coming available for this said project. These credits could help minimize the costs of up to Twenty Million Dollars. The plan is to attempt to eliminate or reduce any public gap funding. Mr. Stack also discussed an infrastructure site survey that will be completed on both sites to determine the existing utilities. This survey is projected to cost each party \$1,250.

Mr. Schrader informed the Board that there is a sign lighting repair needed and one new sign being requested on the PRC for Three Crowns.

- **Architectural Review**

- Mr. Opella updated the Board on Newsco landscaping status.

- **Executive Committee**

No Report.

4. Election of Officers

Mr. Row announced nominations to the Board and the following members have agreed to serve for the year 2018:

- Chairman: Ben Schrader
- Vice Chairman: Jerad Stack
- Treasurer: Bob Chynoweth
- Secretary: Reed Merschatt

A motion was made by Mr. Follick and seconded by Mr. Opella approving the selection of committees and members. There being no further discussion, the Board proceeded to vote. The motion carried with all members present voting aye.

5. Establishment of Regular Meeting Dates and Times for Calendar Year 2018

A motion was made by Mr. Sissman and seconded by Mr. Merschhat that the Board establish the second Wednesday and, if needed, the fourth Wednesday, of each month as the regular meeting dates for the Board for the calendar year of 2018, with all meetings starting at 6:00 pm and that the normal meeting location will be in the Big Horn Conference Room of Casper Area Innovation Center, located at 2435 King Blvd., Casper, WY with a special meeting to be held on June 29, 2018 to pay all unpaid invoices for the fiscal year. Mr. Stack inquired if the meetings should change to the third Wednesday after the Three Crowns Meeting. It was determined not to change the meeting and to send the Three Crowns Statement to the Board upon completion. There being no further discussion, the Board proceeded to vote, and the motion carried with all members in attendance voting aye.

6. Establishment of Financial Institutions

A motion was made by Mr. Sissman and seconded by Mr. Opella to have the official financial institutions for the year 2018 be Hilltop National Bank, the Wyoming Government. Investment Fund and the FIB Davidson Fund, aka as FIB Wealth Management. There being no further discussion, the Board proceeded to vote. The motion carried with all members present voting aye.

7. 2018 Committee Members and Tasks.

The following committee and membership were presented by Chairman Schrader:

- Financial/Investment: Bob Chynoweth – Chair, Scott Sissman and Bryce Row.
- Three Crowns Management: Doug Follick and Bob Chynoweth – Representatives, And Reed Merschhat as non-voting ex officio member.
- Jona/Refined Properties: Jerad Stack and Bryce Row – Representatives.
- Architectural Review Committee: Ed Opella – Chair, and Jerad Stack.
- Platte River Commons Maintenance: Bob Hopkins – Chair, Scott Sissman and Jerad Stack.
- Executive Committee: Ben Schrader- Chair, Jerad Stack- Vice Chair, Bob Chynoweth – Treasurer, and Reed Merschhat- Secretary.

8. Interaction with City and County Representatives – Specific Issues and Concerns

No report from either City Representative Hopkins or County Representative Opella.

9. Other

None.

10. Future Meetings/Agenda

- Regular Board meeting – February 14th, 6:00 pm at 2435 King Blvd., Big Horn Conference Room
- Three Crowns Management Committee – February 15th, 7:00 am, 2435 King Blvd., Big Horn Conference Room

Office Closures:

January 11th – January 21st – Renee's out

January 15th – Martin Luther King Day

February 19th – Presidents' Day

11. Public Comment

There was no public comment.

12. Good of the Order

None.

13. Adjournment

There being no further action by the Board, a motion was made by Mr. Merschatt and seconded by Mr. Schrader to adjourn the meeting at 6:56 p.m. The motion carried with all members in attendance voting aye.

2/14/18
Date

2/14/18
Date

[Signature]
Board Officer

[Signature]
Presiding Officer